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ABSTRACT

This document summarizes the activities conducted by the European Centre for the Development of Vocational Training (CEDEFOP) during 1998 in its continuing efforts to accomplish its primary objective of linking research, policy, and practice in vocational education and training (VET). The following are among the 1998 CEDEFOP projects and activities discussed: activities promoting competencies and lifelong learning (key qualifications and curricular renewal; training in micro-enterprises; identification, validation, and accreditation of nonformal learning); projects monitoring developments in the European Union member states (descriptions of VET systems, statistical indicators of effectiveness, VET funding, innovation in VET, and VET quality); projects serving European mobility and exchanges (transparency of qualifications, needs and problems of mobility in Europe; and VET scenarios and strategies); thematic networks (network on trends, qualifications, and occupations; and training of trainers network); exchange and dialogue (Study Visits Programme, Agora Thessaloniki, partnerships in policy and development, and support for research cooperation); and information collection and dissemination (CEDEFOP publications, library and documentation service, CEDEFOP's Electronic Training Village, translation services, terminology coordination, conference and interpreting services, public relations, and activities of CEDEFOP's Brussels office). Appended are the following: CEDEFOP publications in 1998, information about CEDEFOP's financial and human resources in 1994-1998, and a list of members of CEDEFOP's management board. (MN)

ED 431 881

CEDEFOP

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Annual Report

1998

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approved at the meeting of the Management Board of 18-19 March 1999

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European Centre for the Development of Vocational Training

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Preface

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The past year marked a decisive step forward in achieving the aims and accomplishing the tasks set out in the medium-term priorities for the period 1997-2000.

As a general statement, the project work within CEDEFOP has become more coherent in its approach. Interactivity and identifying a cross reference of relevance and input between projects and activities have given added value and dimensions to the outcomes and conclusions.

The constant contacts with the Commission services, in particular DGXXII, have strengthened the Centre's mandate to provide support in all issues relating to VET. Similarly closer contacts to the national VET landscape, through networking and project activities, have ensured that CEDEFOP is in touch with current trends and issues of hot debate. The use of latest information and communication technology has increased the accessibility of the products and helped take forward the Centre's efforts in becoming the reference Centre on all matters relating to vocational education and training in Europe.

Johan van Rens
Director

Jean Tagliaferri
Chairman of the Management Board

Preface

CEDEFOP
European Centre for the Development of Vocational Training

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General Developments

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1998 was an important year for achieving the goals of the medium-term priorities 1997-2000. The Centre met its commitments and delivered the products and services requested by the Management Board.

The Management Board was chaired by Mr Jean Tagliaferri (Luxembourg), who was re-elected at the March 1998 meeting for another year of office.

The Work Programme 1999 was approved and is based on the medium-term priorities. In annex there are co-operation projects with the European Training Foundation (ETF). These are based on the memorandum concluded in 1997 between ETF and CEDEFOP.

The Management Board discussed CEDEFOP's contribution "Towards a Europe of knowledge". This paper seeks to take forward the European Commission's communication "Towards a Europe of knowledge". The paper sets out some ways in which CEDEFOP can support the Commission in the follow-up to the communication and reinforce the development of the European educational area. In particular, it examines ways in which CEDEFOP can help the Community to achieve its goal of being a source of reference in the area of vocational education and training by being the key source of information that is readily accessible to its partners.

Among the notable achievements of the Centre this year were the Electronic Training Village web site (ETV), launched in June 1998 in Vienna and the publication of, for the first time, the research report entitled "*Training for a Changing Society*". The Electronic Training Village had, by the end of 1998, over 2000 registrants. The prospects for the ETV are positive and the use intensive. In 1998 there were more than one million electronic requests from all over the world. The research report was also widely welcomed by researchers, policy makers' and practitioners. It brought together extensive research on vocational training issues, reflecting the latest development in the field.

The Management Board met twice in Thessaloniki and devoted quite some time defining the future staff and recruitment policy of the Centre. The policy in this respect was decided and the Director has now new guidelines for day-to-day management in the coming years.

The Management Board executed its statutory task of approving the annual reports and the budget for 1999. These budgetary proposals were reduced by the Budget Authority, which decided in the second half of December not to increase the budget over 1998, except for the fourth instalment for the new building.

Work on the new building progressed very well throughout the year and progress could be followed from the monthly pictures on CEDEFOP's Internet pages.

The Management Board concluded debate on a closer working relationship between the Management Board and the Centre. To promote their activities as ambassadors for our work, a set of business cards for individual members were distributed, so that they could use them in their capacities as board members.

CEDEFOP also prepared and published a CD ROM "Welcome to CEDEFOP 1998" to make its work better known throughout Europe.

The Management Board drew up an agenda of issues for CEDEFOP's future development, based upon its past experience and expertise and decided that future development of CEDEFOP be centred on a new set of priorities for CEDEFOP for the period 2000-2003.

The idea to have an assessment on the impact of CEDEFOP since the launching of the re-vitalisation process was discussed but could not be initiated on account of the in-depth preparation required.

The Management Board also accepted a new approach for the development of the European Journal, which would not be necessarily devoted to one particular subject per issue. It will have an editorial secretariat and besides its Editorial Board a wide system of European referees.

Co-operation and contacts with the Commission and other European institutions as well as with the other European agencies were lively throughout the year. CEDEFOP organised more synergy with ETF and served better the applicant and associated countries which made increasing use of our products and services.

The good co-operation with DG XXII and with the Commission continued more generally, for example, in setting up an observatory on innovation in VET, creating a European Forum on *Transparency of Qualifications*, and the publishing, with the participation from Eurostat, of several statistical documents. In addition to that, DG XXII undertook new initiatives such as an exchange with all DG's on our research report *"Training for a Changing Society"*. The follow-up to this meeting is positive.

The contacts with the European Parliament concentrated on the Committee on Budgets and the Committee on Budgetary Control. The Committee on Budgets drew up a new code of conduct for dealing with the budget, which was accepted by CEDEFOP and most other agencies.

The relations with the Court of Auditors intensified and the new member responsible for CEDEFOP, Mr Aunus Salmi, paid a visit to the Centre.

The contacts with the other agencies improved and the directors were able to exchange views on administrative and statutory issues, including the approach to the budget and accounting systems, which are, in the opinion of the Commission, the principle responsibility of the heads of the agencies.

The European Foundation for the Improvement of Living and Working Conditions in Dublin and CEDEFOP made a joint publication on lifelong guidance based on the research work of both agencies.

The contacts with the Greek authorities both on the new building and on administrative matters were positive. Most outstanding questions could be resolved.

1998 was the year in which nearly all remaining problems related to the move from Berlin could be solved. With the move to the new building, with its revitalisation and the good team and co-operative spirit in house, CEDEFOP is well on its way to becoming the European reference centre for vocational education and training in Europe.

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CEDEFOP in 1998 continued to accomplish its primary objective of linking research, policy and practice in vocational education and training issues. In essence, the main pillars of work were in creating a European added value through collecting, analysing, evaluating and disseminating information. The project and networking activities outlined in this summary have a common goal: to ease access to relevant information be it through analyses and synthesis of available work or through increasing accessibility by structuring and disseminating information electronically, in hard copy or through conferences and encounters.

The thematic areas adopted in the Medium-Term Priorities 1997-2000 were the foundations upon which work progressed throughout 1998. The activities foreseen in the 1998 Work Programme fell broadly under three headings.

- Developing knowledge – which dictated the content and themes of CEDEFOP projects and thematic networks.

- Exchange and dialogue – stimulating debate and dialogue between actors at all levels in the field, policy-makers, researchers and training practitioners.

- Keeping people informed – ensuring that the Centre's products and activities were made accessible in suitable format to key target groups.

Executive Summary – The year in brief

CEDEFOP
European Centre for the Development of Vocational Training

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Developing knowledge

CEDEFOP
European Centre for the Development of Vocational Training

Activities in a total of 11 projects were clustered around three themes:

promoting competencies and life-long learning;

monitoring developments in training systems in the Member States and beyond;

promoting European mobility and exchanges.

Promoting competencies and lifelong learning

The cluster of three projects focusing on **promoting competencies and life-long learning** examined three key areas: the issue of key qualifications and curricular renewal in vocational education and training, the identification and acquisition of skill needs in companies with less than 10 employees, so-called micro-enterprises, and project work on exploring new methods of validating and certifying skills acquired through non-formal learning processes.

In the **key qualifications and curricular renewal** project, activities carried on from work commenced in 1996 and 1997. A comparative framework was produced on different key qualification approaches in Europe. There was continued monitoring and accompanying of relevant European research partnerships and major efforts went into promoting synergy among research partnerships within Europe.

Work on the **identification, validation and accreditation of non-formal learning**, in taking stock of the current situation, produced a series of nine national reports on the issue in addition to a European synthesis report covering 16 European countries. Developments within the private sector have merited extending the scope of this project in 1999.

Monitoring developments

National descriptions

In 1998 CEDEFOP pursued an essential on-going task of taking stock of developments in VET systems in the Member States and in encouraging a cross-fertilisation of ideas through making this knowledge available at a European level as a support for policy-makers and practitioners. Work continued in the rolling programme of producing new versions of the national descriptions for all Member States: tangible products of this in 1998 were the publication of the national descriptions of systems in a number of different languages. For the first time the national descriptions of countries which joined the EU in 1995 are being prepared for CD ROM publi-

cation as a preface to making the descriptions of all EU Member States available on electronic media.

An interesting development in the work has been the creation of a "Window on VET systems" in the Electronic Training Village containing latest information made available from the documentation network and the reports prepared for the Directors-General of VET. These reports are swiftly made available electronically in a clear and structured form for CEDEFOP's target groups.

Key data of VET

Policy and decision makers at national and EU level have *a need for clear* ***classifications for vocational training*** *and* ***indicators*** *of the impact training has on productivity, wages and employment.* CEDEFOP's work in 1998 has gone some way in satisfying such demand with preparation of special key data on young people's training. Similarly, in classifying fields of training, the joint work of Eurostat and CEDEFOP to fill the gaps in producing an internationally comparable classification system has been completed. Additionally, on account of disparate use of the classification systems in the past, work went into preparing a manual on how to use such a classification system.

A standard criticism of current EU indicators in training is the implicit assumption that more training is better. To challenge the validity of such assumptions, CEDEFOP, jointly with DGXXII and Eurostat, gave consideration to **statistical indicators on the effectiveness of training**. Project work commenced on indicators on the effectiveness of both initial and continuing training and final reports are nearing completion.

Funding

CEDEFOP's monitoring activities also included the question of **VET funding** and here a substantial amount was achieved in the course of the year. Work here was centred on three project areas. Firstly reports are being drawn up for each EU Member State which **combine qualitative descriptions of the flow of funding** through the national VET structures **with a corpus of hard data on expenditure** for different training types. Ten of these national reports are either published or in the publication process.

A second area of activity has been the drafting **of discussion reports on specific issues** relating to financing. The idea here was to bring to light new aspects of financing which could be debated and explored and to highlight areas of financing which seemed to merit particular interest. In 1998 reports were published on **output related funding** and **on human resource accounting**. As a follow-on, reports are now being drafted on the corporatisation of public VET institutions, on the use of training vouchers/credits and on funding policies for continuing training in SMEs.

The third area of funding work examined **the returns to continuing vocational training in companies**. Here existing methodologies of estimating returns have been examined in reports based on case studies in six Member States.

Increased emphasis has also been placed on using electronic media for dissemination of the results and for provoking dialogue and debate. A mailing list on funding is working well within the Electronic Training Village and reports are made available immediately in the electronic bookshop.

Innovation

Cooperation with the Commission in creating a mechanism for observing and analysing innovation continued throughout the year. The Centre's activities contributed to this and was an important source of information for all partners, in particular through analysing innovation in transnational pilot projects supported in the Leonardo programme.

In September 1998 DG XXII started a global exploitation of the outcomes of the Leonarod programme along with decision-makers and vocational training policy partners in Europe.

CEDEFOP decided to support this activity through providing its expertise and preparing reference documents for classifying the results of the pilot projects. In a certain number of areas chosen by the Commission, the Centre started to prepare an overview of the issues and practices in these areas in order to promote innovation transfer and to provide support in drafting and implementing new Community programmes.

Quality

The emphasis of activity was placed upon research into the use of quality indicators. Attention to quality indicators is a relatively new field for training. At present an increasing number of European countries is setting up quality control schemes and this is firing discussion on defining and processing quality indicators. The area of CEDEFOP's studies was the hospital sector. Despite a long training tradition in the hospital sector, very limited use is made of indicators for training and the relationship between quality and training is very weak. The studies in the area aimed to strengthen international co-operation in designing quality indicators and in using them effectively.

Mobility and exchanges

CEDEFOP took forward this priority by examining ways of improving transparency of qualifications, by examining the problems of mobility in Europe and through developing scenarios for VET policy strategies, through taking into account key factors in economic and social change with the aim of firing debate on a strategic level in the development of training policies in Europe.

Transparency of qualifications

Work on improving understanding of different certification systems and on pinpointing current barriers to their mutual recognition is an essential step in creating a European labour market and in promoting the mobility of the workforce.

Through the year intense discussion with the European Commission (DG XXII) culminated in the establishment of a European Forum in the area of transparency of vocational qualifications. This is an important initial step in creating such a platform of experts comprised of 18 national members, and the social partners at European level. In the course of the year a feasibility study was drafted examining in particular the issues of information quality and participation and representation in the Forum. Two documents were prepared for the Forum, a report examining the transparency approach within the Leonardo da Vinci programme and a short glossary to clarify the use of terms in the area of transparency and recognition of qualifications.

Parallel to these developments, sector studies of their approach to the transparency of qualifications were prepared in the chemical industry, tourism and in the health sector.

Mobility

Encouraging mobility within Europe requires identifying the obstacles faced by the workforce seeking mobility and how these can be overcome. One major obstacle is clearly seen as the lack of structured available information on the host of factors which play a role in facilitating its realisation.

It has become increasingly evident that opportunities to become mobile during the education and training process have added value for course and programme participants and instill qualities and skills which are of benefit in the working situation.

CEDEFOP's work in this new project has posed a number of questions: what motivates people to become mobile, what are the longer-term effects on career developments for those who have taken advantage of

mobility programmes and exchanges and what is understood by international qualifications and intercultural skills? Some initial conclusions from the case studies and expertise reports show that periods of training abroad do not simply enhance foreign language abilities but increase self-confidence in individuals. On the other hand, young people returning to their original places of work seldom can make use of the new skills and career added value a period abroad has given them.

Scenarios and strategies for VET

Jointly with the European Training Foundation Turin, CEDEFOP commenced work on identifying an approach. The rationale behind such reflection is that the research work should point to strategies for future developments in vocational education and training systems. Ideally, this would flow into the work of decision-makers and policy-makers providing information on the different levels where intervention is effective.

Thematic networks

Contrasting with the project work which was closely linked to specific priorities, CEDEFOP maintains two thematic networks which focus on specific topics covered by the three priority themes. One network covers trends in occupations and qualifications, the second, the training of trainers. These networks are an excellent source of expertise as the network members have knowledge of the developments within their own countries. They are a means of contact between key people and organisations and as such stimulate debate and are an important motor for co-operation at a European level, facilitating the transfer of innovation and good practice.

Network on trends in occupations and qualifications

This publication links the results of work within the network to the outcomes of relevant projects financed by DG XII under the targeted socio-economic research programme.

Activities in 1998 centred on compiling a major reference work on European trends.

Three volumes of "European trends in occupations and qualifications" have been completed: they summarise the major results of research work in the area, presenting conclusions and recommendations for politicians and practitioners alike; volume 2 contains some 20 articles from the academic and research world and is complemented with an annotated bibliography and working glossary.

TTnet – training of trainers network

The Training of Trainers Network takes forward three parallel activities: disseminating information, fostering co-operation and promoting research. The current network now comprises 150 specialised bodies covering 10 Member States.

The prototype of a database for the input of information by the national network members was delivered towards the end of the year and the national descriptions of the Member State systems for the training of trainers were completed. In reinforcing the co-operation aspect of the work three seminars were organised on innovation in the training of trainers, the skills of in-company trainers and on the European dimension to training of trainers.

The research strand aimed to promote synergy with the topics chosen at the seminars and a study has been produced on the use of new technologies in teaching and their implications for the role of the trainer's, a second study examines criteria for identifying innovation in training trainers.

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European exchange and dialogue are a pre-requisite for the right decisions to be taken on the further development of vocational education and training. To this end CEDEFOP has developed a number of mechanisms to bring forward discussion on a wide number of training issues.

Study Visits' Programme

Specialised workshops for high-level policy-makers, social partners and researchers continued throughout 1998 and were an important complement to the Study Visits which gave some 700 individuals the opportunity to participate.

Following the Council Decision strand III 3b of the Leonardo da Vinci programme has been implemented by means of the study visits programme run by CEDEFOP.

The prime objective of this programme is to encourage exchanges and discussion among decision-makers in the field of vocational training on subjects of common interest at the European level.

The study visit is a non-decision-making forum in which being in the situation of a visitor in a 'foreign' country gives a different perspective and facilitates objectivity. The aim is to promote mutual understanding of vocational training systems and schemes in European countries in order to shed light on subsequent policy decisions. This could also facilitate the transfer of conclusive experiments through an awareness of the context in which they took place.

The issues discussed and the conclusions drawn provide useful nourishment for the Centre's project work and the study visit themes are carefully chosen to ensure synergy. Participation is not confined to EU Member States but extends to Central and Eastern European countries and is an important platform for exchange within the Union and beyond. Again the progress made with the increased use of electronic media has led to swift dissemination channels.

Agora Thessaloniki

The need to find a forum where the scientific world, politicians and social partners could have open debate was the rationale leading to the initiation of the Agora in 1997. One seminar in February examined mobility of the workforce in the context of training and a second in October looked at the situation of the low-skilled on the current labour market.

The findings and conclusions of seminars held in 1997 on increasing the level of diplomas and its consequences

for the labour market and on the role of the enterprise in lifelong learning were published in a number of languages and made available electronically.

Such a venue allows policy-makers to test their thinking against the informed world of theory and research and provides researchers with insight into the challenges and major issues from a policy perspective.

A partner in policy development

The Centre has placed increasing emphasis on its supportive role to the actors in the VET arena. Throughout 1998 it was present in major discussion and debate with its partners, the European Commission, the Member States and, increasingly, the social partners. The Centre provided important input on VET trends to support the EU Presidency countries, the Commission and for meetings of the Directors-General for Vocational Training (DGVT). CEDEFOP was represented in the Leonardo da Vinci committee meetings, there were bilateral contacts with the secretariats of UNICE and the ETUC as well as input to the regular meetings of the vocational training working group. Towards the end of the year major efforts have culminated in plans for a social partner area in the Electronic Training Village through which CEDEFOP has increased its support to employers and trade unions in maintaining an information and dialogue service.

Initial work commenced on **a report on developing vocational education and training policy** following a decision of the Centre's Management Board in March. As a next step, social partner representatives will be involved in discussions and input will be organised from colleagues within the Centre on their respective specialist fields of work.

The legislative and non-binding instruments which bring together the European training acquis have been identified and analysis of documentary sources has also pointed to action in this field at a national level.

Support for research co-operation

CEDEFOP's major thrust in stimulating and supporting the dissemination of information about important comparative surveys on major training issues culminating in publication of **a Research Report** "Training for a changing society: a report on current vocational education and training research in Europe – 1998". This consists of an extended synthesis report, a major compendium of the current state of research work. The contributions of some 20 experts from various fields of VET research which formed the basis of the synthesis report have also been edited by CEDEFOP and published in full as a background report.

Parallel to this activity, work started in 1998 in conceptual preparation of a second report to be published in 2000. This will carry on and update the research issues contained in the initial report, it will be extended to cover other relevant topics and will place greater emphasis on the research work carried out by the European Commission.

Work on CEDEFOP's **European Research Directory** which provides policy-makers and researchers with information on current research activities in the Member States was continued throughout the year and culminated in the production of a CD ROM version at the end of the year. The directory is also available for consultation in the Electronic Training Village. Such a new network would aim to foster flows on information of specific research themes, it would build up a core of research knowledge primarily designed for research institutes and would also aim to create opportunities for researchers to exchange information and experience. Consideration is now being given to lending a new slant to this product, and to make the input more "research-oriented" and less documentation-oriented as of 1999.

Under the heading **coaching the networks** a number of activities were launched to support independent research co-operation networks. Such support should strengthen the European research culture and facilitate joint reflection on the outcomes of research projects and their implications for policy development. Telematic tools were developed to support communication between researchers to allow knowledge to be shared.

Another important aspect of the coaching work was a strategy of proactive preparation for forthcoming European co-operation programmes and the new challenges facing the VET research community.

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1998 was the first year for CEDEFOP to implement **a new information and communication policy** which reflects the added importance the Centre is attaching to targeting user groups and to ensuring high-quality, relevant and up-to-date products. The year also saw much greater emphasis on electronic publication and distribution methods using the electronic media available, email, Internet, CD ROM.

The CEDEFOP Internet site now registers between 60.000 and 70.000 visitors per month.

In early July at a conference marking the beginning of the Austrian presidency, Commissioner Cresson launched the **Electronic Training Village**, a specialised interactive website for all partners involved in VET. By the end of the year some 2000 village residents were receiving regular updates on all wide variety of VET issues through electronic means as well as having on-line access to the databases serviced by the library. The thrust of the new communication and information strategy has been to provide accessible, coherent and distinctive information services responding to the different needs of a wide and diverse audience.

The library and documentation service has become increasing involved in feeding electronic information services through databases and electronic library products.

Hard-copy publication also continued with the appearance of important outcomes and findings from the project work in the Panorama series. The regular publications, CEDEFOP Info and the European Journal Vocational Training continued to provide readers with up to the minute news of trends and developments in the Member States and in Europe as well as firing debate on specific topical training issues.

The **CEDEFOP terminology service** worked closely alongside in-house experts and concentrated on producing useful clarification of concepts in the area of key skills. There was a high demand for electronic versions of the document in the Electronic Training Village.

Cooperation with the **European Training Foundation** is reflected in the frequent references made to this in the project work. CEDEFOP now disseminates relevant material for the national observatories in Central and East European countries. The ETF provided useful input in the scenario work and in the involvement of so-

cial partners in training policy. In the area of information dissemination, CEDEFOP and the ETF have explored avenues of closer cooperation in reaching its target groups.

The Brussels office, with a staff of three, continued to operate as an important day-to-day link to the Commission services as well as providing services to the social partner organisations and ensuring a CEDEFOP presence at important exhibitions.

1. PROMOTING COMPETENCES AND LIFELONG LEARNING

1.1 Key qualifications and curricular renewal

Responsible staff member: Pekka Kämäräinen

Work in this project was a direct continuation of the work undertaken in 1996 and 1997. The main sub-activities were a comparative study on different 'key qualification' approaches in Europe; monitoring/accompanying of relevant European research partnerships; collaboration with the related activities of the European Training Foundation (ETF) and promoting synergy among European research partnerships in the related field of research.

In 1998 major interim results were reported and a framework for a concluding phase (1999-2000) was developed.

Within the **study activity** main interim results of the comparative study that has been undertaken by the responsible expert were made available through reference papers for the CEDEFOP Report on Research and Development in VET in Europe (see project 5.4.) and for the Austrian EU presidency. The Austrian authorities used the CEDEFOP contribution as the basic paper for the European Conference on VET under the auspices of the Austrian presidency of the EU. As a follow-up to the conference a concept for a specific European reference document was developed.

Within the **monitoring/accompanying of European research partnerships** some interim results were made available in the contributions to the final reports of the respective partnerships ('Post-16 Strategies', 'INTEQUAL'), to the Austrian presidency and to the expert meeting on the 'research component' in the Leonardo I programme that was organised by DG XXII. The Austrian authorities used the CEDEFOP contribution as the basic document for the Forum 1 of the VET-related conference under the auspices of the Austrian presidency of the EU.

In 1998 the direct accompanying of particular partnerships has been reduced to make room for other 'capitalisation activities'. However, a closer accompanying relationship was maintained or developed with the following projects:

- the multiplier-projects (SPES-NET and DUOQUAL) of the partnerships on the themes 'parity of esteem'/ 'dually valid qualifications' ('Post-16 strategies', 'INTEQUAL');

the Danish-led ADAPT project ("Good delivery") which has direct relevance for the reference publication and for related dissemination activities;

the EUROPROF project which became a network after its pilot study period.

Within **the collaboration with the European Training Foundation** (ETF) the responsible expert was invited to contribute to the work of one of the subgroups of the Advisory Forum of the ETF. The subgroup focused on the role of 'core skills' in the curriculum development of the Partner States. The ETF included the related discussion document of the CEDEFOP expert as specific sections and annexes in the final report of the subgroup to the Advisory Forum.

Within the **promotion of synergy among (and joint capitalisation of the outcomes of) European research partnerships** there was a transition to new modes of work. The series of 'multi-level seminars' of the previous years was concluded by the International Conference on the Model/Pilot Scheme "Schwarze Pumpe" which was organised in collaboration with the respective German authorities and accompanying researchers. A pilot 'capitalisation workshop' that brought together the British partners of some linked European research partnerships and the heads of research of two British agencies was organised as a pre-conference event before the "Lifelong Learning Conference" under the auspices of the UK presidency of the EU.

Parallel to these measures a specific pilot measure has been undertaken to produce a 'web-survey' that provides a user-friendly access to European 'key qualification debate'.

There was a shift of emphasis towards developing an integrated 'capitalisation approach' that would build upon the following elements:

CEDEFOP's regular participation in the annual European Conference on Educational Research (ECER);

development of related 'partnership co-operation' with major European networks in related symposia or interim colloquia (see project 5.4. 'Coaching the networks');

effective utilisation of telematic tools to support shared learning among European research partnerships and to support joint 'capitalisation measures' (see project 5.4. 'Coaching the networks');

preparation of a European reference document in the context of these measures and based on the related co-operation with European research partnerships and networks and their electronic communication environments.

1.2 Training in micro-enterprises

Responsible staff member: Tina Bertzeletou

In 1998, a study was carried out on the comparison of work organisation and learning opportunities within a specific section of small and medium-sized enterprises: microfirms (up to ten employees) – in three different sectors: the retail, the car repair and the printing sector. A total of fifty-seven companies were analysed in six EU countries.

The main differences were observed among the 20 retail trade companies in which employees scarcely participated in vocational training prior to starting their career in this sector.

In the car repair and graphic sectors the main explanation for employing people with vocational training lies in the continuous and fast technological changes. Companies that want to operate in the frontline of these developments can do this only when their employees have sufficient basic qualifications.

In micro-firms, learning occurs basically by using the available opportunities within normal daily work, which may be either formal or informal and structured or unstructured in nature.

Computerisation has been one answer, a far more important development though is the switch from an assistant system to a semi self-service system, in which the shop tasks are transferred to the customer. Other economic considerations such as the high investment costs in training and/or equipment, stimulate the division of labour between firms, in both the printing and the car repair sectors, leading to cooperation for offering complementary services mostly on a mutual basis.

In general, entrepreneurs in micro-firms play an even more important role than in larger firms and they invariably seem to be very good in their craftsmanship but less in entrepreneurial and even less in managerial skills.

The study underlines the advantages and disadvantages of staff training within the company, the interviewed entrepreneurs indicated a preference for this. There are few very good examples of micro-firms handling the potential of their personnel adequately. In these cases, the entrepreneurs are acting as coaches and facilitators, consciously trying to organise the work in such a way to create possibilities for learning and teaching.

A study has been drafted in English on work and learning in micro-firms consisting of a comparative study on the retail, the car repair and the printing sector in six countries. Contacts have been made with DG XXII and DGXXIII on SME training and skill development. At the end of 1998 a call for tender was issued for a study on changing skill needs in SMEs caused by internationalisation.

1.3 Identification, validation and accreditation of non-formal learning

Responsible staff member: Jens Bjørnavold

Twelve contracts were signed with institutes in 11 European countries. By December, a total of 9 national reports and one report focusing on methodological questions were concluded. Two national reports will be delivered in January 1999. One report, focusing on "The situation in Southern Europe" was cancelled due to strong overlap with work already conducted within the national reports, another report, focusing on "the private sector" has been extended in scope and included in the 1999 Work Programme. The European synthesis report, covering 16 countries, is currently being prepared and will be presented during spring 1999.

The project contributed to planning and carrying through a European Conference on "New ways of accrediting the skills and competencies acquired through informal learning".

The conference with participants from 27 countries was initiated by the European Commission, DGXXII while Leonardo Ireland was responsible for technical preparations. Co-operation with DG XXII and the Leonardo Ireland was fruitful. A conference report was published by Leonardo Ireland in the summer of summer 1998.

The project work has also produced additional outcomes in the form of six articles for publication in a number of European journals.

2. PROJECTS MONITORING DEVELOPMENTS IN THE MEMBER STATES

2.1 Descriptions of the vocational education and training systems in EU and EEA Member States

Responsible staff members:
Michael Adams, Reinhard Nöbauer

Work progressed on the various elements foreseen in the Work Programme. Accordingly during the year, draft versions of new monographs were received for almost all the Member States which were not covered in 1996 or 1997, while reports received during 1997 were translated and sent to the designer and printer. Although much progress was made, it was found that the length of time needed for reading the reports carefully, discussing them in detail with the authors, ensuring that the changes proposed by CEDEFOP and by national bodies were made, and for the translation, design and printing processes, was substantially longer than originally envisaged. Accordingly the number of completed published versions available at the end of the year was less than planned.

The idea of asking authors to produce short summary versions of the monographs and also in the future of preparing short up-date notes to be made available on-line was retained and developed. Problems with relation to the structuring of these, particularly the summary reports, were dealt with on the basis of specific examples. A site in the Electronic Training Village (Window on VET systems) was opened and available information, much of it deriving from the documentation network (see project no. 6.2) and input documents for the meetings of Directors-General for Vocational Training (see project no. 5.3) were placed on it.

Following a restricted call for tender, a contract was signed for the production of a pilot CD ROM which will contain the monographs on those countries which entered the EU in 1995 (Austria, Finland and Sweden). This will provide the opportunity to develop a search mechanism, which would then be used for a later CD ROM containing the monographs on all the EU Member States, Norway and Iceland. This could be extended through co-operation with the European Training Foundation to include reports on Central and East European Countries.

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At the end of the year, the position with relation to the member and EEA states was the following:

Belgium (B): after lengthy negotiations a contract was signed in December and the first draft should be received in spring 1999;

Denmark (DK): the final draft has been received in Danish, following comments from CEDEFOP and national bodies on an earlier draft;

Germany (D): following discussion with the author on an initial draft, a revised draft has been received, but this is still the subject of discussion with national level partners;

Greece (EL): a final version has been received following discussions with the author on an initial draft;

Spain (E): a third draft has been received following discussions between CEDEFOP, the author and national level authorities;

France (F): a text revised after consultation with the author and national bodies has been sent for translation into English and German and to the designer;

Italy (I): a second draft prepared after discussion between the author and CEDEFOP and consultation with the national bodies has been received;

Ireland (IRL): a final draft which includes the comments made by national bodies on an earlier draft has been received;

Iceland (IS): production has been delayed due to further comments and changes being made to the earlier draft at the request of national level bodies;

Luxembourg (L): a final draft which takes account of comments received by national level authorities has been received;

Norway (N): following detailed work with the author, the text has been sent to translation and to the designer, from whom first proofs have been received;

Netherlands (NL): a second draft which takes account of some comments made by CEDEFOP and national bodies has been received;

Austria (AU): the monograph was published in German in July – an English translation has been received and a French one has been requested;

Portugal (P): a first draft has been received and a revised draft was the subject of a meeting with national partners in Lisbon in November;

Sweden (S): first proofs (in English) have been received and returned to the designer – translations in German and French are in progress;

Finland (SF): the French and German versions have been published (English and Finnish were published in 1997). In addition the authors submitted a revised version of a summary, following feedback from CEDEFOP;

United Kingdom (UK): a revised version taking account of new government initiatives announced early this year has been received and sent for translation. A summary was prepared for the UK presidency, was translated into French and German and placed on the Internet.

2.2 Observing innovation in vocational education and training

Responsible staff member: Roland Loos

The project work was interrupted with the departure of the project co-ordinator in February and his replacement in October.

At Community level in the context of future programmes and in particular Leonardo da Vinci (second phase) work is focusing on preparing and guaranteeing innovation analysis and the dissemination of innovative practices.

Following an extensive study of the basic work accomplished in the project and lengthy consultations with DG XXII a plan was drafted for carrying out the study. Subsequent intense discussions with the European Commission services led to a redrafting and restructuring of the project. Five areas of vocational training have been pinpointed in which CEDEFOP will produce an analytical overview of current practice and programmes throughout the Member States. The Centre monitored this work and made a contribution following the Commission communication "Towards a Europe of Knowledge" which is cited in the report.

The Centre's work in exploiting the outcomes of the Leonardo would make good use of CEDEFOP expertise in order to improve methods of observing and analysing vocational training. An initial internal seminar of experts was organised for January 1999.

2.3 Key data on vocational training in the EU-Special Issue: initial vocational education and training

Responsible staff member: Pascaline Descy

Key Data on Vocational Training in the EU

The aim of the "Key Data" publication is to provide key information in figures on the main features of VET in the Member States. It is the result of the common efforts of DGXXII, Eurostat and CEDEFOP to compile statistical information on VET and to present it in a user-friendly manner to a broad public. 1998 was devoted to producing a new issue of this publication focusing, this time, on training targeted towards young people.

The publication "Key Data on Vocational Training in the European Union – 1998, special issue: Young Peoples' Training" has been prepared and sent to the DGVT for final approval in December. Publication is planned for March 1999 in English and French. The dissemination procedure started with the presentation of a preview of the publication in the Electronic Training Village.

A third edition of the Key Data addressing the question of transition from education and training to working life is planned for 1999. In order to prepare this publication some activities were launched in 1998. The University of Liege conducted a study on the exploitation of national data to illustrate transition. The final report was delivered in May 1998. A steering group was set up, composed of researchers and specialists in the field.

Implementation of the "fields of training classification"

While various data collections have been in place to improve the information base on VET, one aspect of training has been systematically ignored in the past: the information on the subjects learnt. This neglect originated from a simple, but fundamental fact – the lack of an internationally comparable classification on which to found any data collection. To fill this gap Eurostat and CEDEFOP developed jointly the "Fields of Training Classification".

The availability of a common classification can only be a first step towards the collection of comparable data. There is some evidence that, in the past, international classifications of education have not been applied uniformly in all countries. This is not the result of major defects in the classification systems themselves, but is attributable to the lack of clear guidelines on how to apply the classifications. Eurostat and CEDEFOP worked on a manual on how to use the classification.

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The manual was prepared as scheduled by Statistics Sweden and used to collect data on fields of training in the Eurostat's VET data collection in the summer of 1998. This allowed testing of the quality of the instrument thus permitting some further improvements. The manual will be published and distributed free of charge to all Eurostat's data providers in early 1999. Apart from the data collection mentioned above, the classification and the manual are expected to be used in the next Continuing Vocational Training Survey. Both the classification and the manual should improve the quality of the data collected by Eurostat, allowing new and more precise indicators.

New indicators for VET

DGXXII, Eurostat and CEDEFOP considered the establishment of statistical indicators on the effectiveness of training.

A standard criticism of current EU indicators on training, whether concerning initial or continuing training, is the implicit assumption that more training is better. Once established, these indicators could be included in the appropriate statistical surveys. On the other hand, DGXXII, Eurostat and CEDEFOP need a basis for directing future work, future investments and future developments in the field of vocational training statistics.

An external expert was in charge of determining areas in which the effectiveness of vocational training could be measured through statistical indicators. The final report was delivered in May. A working group has been set up in order to monitor the project and make proposals for further developments. All members are actively participating in the reflection process.

The first phase of the project led to two calls for tender. The first was related to effectiveness of initial VET and training for the unemployed, having as objective to exploit and make suggestions for improving Eurostat sources. Dr. Anne West was selected to carry out the work. She will deliver the final report in January 1999 (delays are due to the problem encountered by the consultant in accessing Eurostat's data). The second call for tender related to effectiveness of continuing vocational training in the enterprise. In this case the problem is different in terms of measurement issues and the non-existence of comparable data at EU level. It was decided to focus on a batch of data collected in enterprises in Sweden. The consultant is in charge of testing a conceptual model on these data and to make recommendations for future data collection.

Conception of a database containing statistical results of harmonised Eurostat's surveys on VET

Easy access to education and training as well as labour force data is essential for CEDEFOP to conduct its work effectively. A database on VET did not exist in Eurostat. As a result Eurostat and CEDEFOP collaborated on the development of a database under the NewCronos environment in Eurostat and the NewCronos databases were made available to CEDEFOP through the web.

2.4 Financing of vocational education and training

Responsible staff members:
Sarah Elson-Rogers, Sven Westphalen

A substantial amount was achieved by CEDEFOP in 1998 in the area of financing VET. Many of the specific aims for 1998 which were set in a three-year work plan for 1997-2000 have been met or exceeded. The work outcomes centre on three project areas, as outlined below:

Financing portraits of the individual vocational education and training systems within the EU

The aim of this project is to produce reports for all 15 EU Member States which combine a qualitative description of the flow of funding through the VET structures. It also intended to identify the funding sources and allocation mechanisms, with quantitative data on expenditure for different training types. The reports are structured according to initial vocational training, continuing vocational training and training for the unemployed.

Five portraits were initiated at the end of 1997 for Austria, Denmark, France, Germany and the UK. A further five portraits were launched at the beginning of 1998 for Finland, Greece, the Netherlands, Spain, Sweden. The publication of some of the portraits has been delayed because of problems of collecting data and translating the reports. Nevertheless, three portraits have been completed in 1998 for Austria, Denmark and France and will be published in January 1999. A further five (Finland, Germany, the Netherlands, Spain and the UK) are also very close to completion for publication in February 1999.

Discussion reports on specific issues concerned with financing VET

The aim of this work is to identify certain areas of financing VET that are of particular interest, or new aspects of financing which should be explored. The objective of the reports is to discuss these issues in a balanced way as well as to provide case study examples of their implementation.

CEDEFOP project and activity reports

Two reports were published in 1998: "*Output-related funding in vocational education and training: A discussion paper and case studies*" and "*Human Resource Accounting: Interests and conflicts*".

A further three reports were launched at the end of 1998 on the *corporatisation of public VET institutions, the use of vouchers/credits to fund VET* and *funding policies/voluntary arrangements to support continuing training in SMEs*. All of these reports are due for publication in autumn 1999.

Research on the returns to continuing vocational training in enterprises

Much of the work undertaken by CEDEFOP in this area has been related to laying stronger foundations to establish a research project for the end of 1999. It is essential that existing methodologies are examined in order to identify some particularly strong approaches to this work. CEDEFOP has published two reports linked to this work in 1998.

The first, "*Approaches and obstacles to the evaluation of investment in continuing vocational training: Discussion and case studies from six Member States of the European Union*", is a collection of nationally-based research reports which examined different aspects of evaluating investment in CVT in enterprises. The second report, "*Exploring the returns to continuing vocational training in enterprises: A review of research within and outside of the European Union*" outlines a number of other research projects which have been undertaken and discusses some of the main problems involved with research of this type. This report also contains a questionnaire which asks for suggestions and ideas from other researchers as to how to further the existing work as a basis for formulating a project in 1999.

We have ensured wide dissemination of the results through the financing VET "listserver" on the Electronic Training Village. A meeting point has also been established in the Electronic Training Village to stimulate discussion on human resource accounting.

In addition to these projects, a contribution was made to other work being undertaken throughout the EU (e.g. Continuing Vocational Training Survey II with EUROSTAT). This has included broadening contacts with other experts through contributing to their projects (e.g. Leonardo da Vinci). Relations with the European Training Foundation, DG XXII, Eurostat and OECD have all been strengthened through more regular communication with them on this area of work.

2.5 Quality in vocational education and training

Responsible staff member: Tina Bertzeletou

In 1998 a study was commissioned on the use of quality indicators in hospitals and their relevance to quality improvement and training.

The study is based on both the analysis of available information sources and on ten case studies. The health care and, in particular, the hospital sector was chosen because of the financial constraints this sector has to cope with in many European countries, where the budget for health care expenditure is decreasing.

In the hospital sector, a wide range of performance indicators has been developed across Europe, often required and designed by public authorities for control purposes or to ensure a minimum quality standards. The interest in the development of indicators has focused on the financial aspects, since they serve as an input to health care policy decisions.

At present, an increasing number of European countries are setting up accreditation or similar quality control schemes. Given the fact that CEDEFOP has previously tackled the issue of quality indicators in VET, a comparison between hospitals and VET institutions on the use of quality indicators was made. The international comparability of indicators at a European level is almost non-existent, because of the divergent ways national health care systems have developed.

Both sectors show important similarities; they are heavily dependent on public funding and controlled by the government and important employers involving directly or indirectly a large part of the population and providing services which are critical for human development. The quality of such services is not easy to measure and full assessment may only be possible years after the service has been provided.

The study, drawn up by Deloitte and Touche in Belgium, provides the reader with a number of suggestions for developing a quality and performance measurement system for hospitals. General recommendations referring to the strengthening of international cooperation for designing quality indicators and for their more effective use conclude the study. The other study commissioned in 1998 was intended to supplement the previous, more theoretical ones with empirical research on the practical implementation of quality in the VET systems.

The main question was whether and to what extent network co-operation between the general education system, the VET institutions, business enterprises, social partners and political decision makers, has an innate potential for improving the quality and flexibility of training opportunities, supporting innovation and enhancing employment prospects for participants in vocational training measures.

Eight local networks in the field of vocational training in various Member States were analysed to show whether and how the implementation of quality via co-operation between the above mentioned network actors can be promoted.

In-depth analysis of the case studies has shown that the most important function of the networks is their pragmatic approach to quality.

The specific innovative potential of the networks lies in their ability to identify problems immanent in the vocational training system and to develop solution strategies adapted to local and regional conditions.

The eight case studies show how regional opportunities for vocational and further training can be better tailored to the requirements of the business community and to the target groups of labour market policy.

One of the fundamental conclusions of the study is that the success of local networks is essentially based on the co-operation and dialogue between public and private actors and on the mutually complementary effects of top-down and bottom-up policy approaches.

The study contains a number of suggestions concerning the future development and the funding requirements of the networks.

In this context, those who assume the tasks of steering and coordinating the various network-actors/members play a crucial role. Termed "managers of change", the study ends with a proposal for their eventual professional profile.

Outcome: eight monographs on local networks across the EU, as a synthesis report on supporting quality in vocational training through networking.

3. PROJECTS SERVING EUROPEAN MOBILITY AND EXCHANGES

3.1 Transparency of qualifications

Responsible staff members:
Jens Bjornavold, Sten Pettersson

Close contact with the Commission and the Member States was maintained in 1998 and discussions with the European Commission – DG XXII on the establishment of a "European Interface" continued throughout the year, the last meeting being held in December 1998. Discussions also took place with the German and British Ministries. This led to the conclusion that the National Members (18) of the European Forum should be appointed by the Management Board of CEDEFOP. The Social partners at European level should in addition be invited to appoint a total of eight members.

Agreement on the mutual character of the initiative as well as a change of name to "the European Forum" in the area of transparency of vocational qualifications.

A feasibility study, focusing on the prerequisites for a European Interface, especially on the questions of "information quality" and "participation/representation" was planned for June '98. This note was replaced by a discussion paper for the meeting of the Directors-General of Vocational Training (DGVT) in Windsor, April 1998. Together with the document presented in November 1997, this note proved sufficient for immediate needs. A follow-up to this was presented to the meeting of the DGVT in Bregenz, Austria in November.

Concerning the sector approach to transparency of qualifications, focusing on the chemical industry, tourism and the health sectors, a draft concept of a sector study was to be prepared during 1998. Due to the increasing workload caused by project 1.3 and the creation of a "European Forum", only the planning of a study on the health sector was completed. This study will start in the first months of 1999. Calls for tender in all three remaining sectors will be prepared and published in early 1999.

It was judged important to secure as strong a political backing as possible and to conduct high quality preparations, rather than to start prematurely.

The first meeting of the European Forum was somewhat delayed during 1998. The division of work/division of funding between the Commission and CEDEFOP has been discussed and for 1999 solutions have been found.

CEDEFOP project and activity reports

Generally speaking, the creation of a European Forum has been received positively. The presentations to the meetings of Directors-General of Vocational Training (DGVT) in Windsor (April 1998) and in Bregenz (November 1998) were important and provided CEDEFOP with the necessary support to proceed with this initiative in a more practical way. A "Technical Group", consisting of 6 experts, was set up in September and supports CEDEFOP in this respect.

Two documents have been prepared for the Forum during 1998: one report on the "Transparency approach" of the Leonardo da Vinci Programme and a short glossary covering the area of transparency and recognition of vocational qualifications.

3.2 Needs and problems of mobility in Europe: support and information for young people

Responsible staff member: Norbert Wollschläger

The whole concept of mobility has changed fundamentally in recent years. Originally used as a category to describe migration flows on the labour market, in the education and training arena it has now become an expression to describe a period in the learning process. Such periods, as part of initial or continuing training, are spent in a foreign country. CEDEFOP's research work centred on Community exchange programmes and examining the issue of how periods spent abroad affected the qualification process of young people.

Mobility cannot be an end in itself. The emphasis the European Commission, Member State governments and the social partners place on mobility in the training process is based on the assumption that periods of training abroad are particularly beneficial for acquiring skills which are becoming increasingly important i.e. towards European employability.

This new project for CEDEFOP takes into account the changes in the whole concept of mobility. Research has pinpointed:

- what motivates individuals to become mobile, what are the obstacles and the psycho-social effects of relocation to a foreign country;
- what are the long-term effects on the personal and occupational development of young people;
- what is meant by international and intercultural skills and what is the demand for these today in small and medium-sized businesses?

Relocation poses many challenges and personal and social problems for individuals and, in particular, for family members. Relocation must be well planned and receive support in the welcoming country. It does, however, offer good opportunities and personal enrichment for the individual.

Relocation offers good opportunities and personal enrichment for the individual. The same applies to the exchange programme participants funded by Community programmes. They not only improve foreign language skills but generally increase their self-confidence and interest in working abroad. In many cases it also leads to a rethinking of career plans.

Usually the companies in the home countries are not in a position to make use of the new skills and abilities acquired by young people returning from periods of training abroad. While there is a general awareness of the growing needs for intercultural and international competencies in small companies, little is being done to make them aware of the opportunities available.

3.3 Scenarios and strategies for vocational education and training

Responsible staff members:
Burkart Sellin, Manfred Tessaring

The joint CEDEFOP/European Training Foundation Scenario Project

1998 was the first year of this project following feedback from the network on European trends in occupations and qualifications. A feasibility study commenced and a method was identified for a CEDEFOP study. With progressive European integration it will set standards for the European dimension to vocational education and training. It will point to alternative development paths to keep decision- and policymakers informed where and how they can intervene. This is not solely research work, it has strong links to policy and practice and should point to strategies for future developments for education and training systems.

In response to a call for tender in summer 1998 partner institutes in 11 European countries (A, CZ, EE, D, GR, H, I, L and B, PL, SLO and UK) were selected in this joint project co-financed by CEDEFOP and the European Training Foundation in Turin. Initial results are expected in the course of 1999.

CEDEFOP project and activity reports

4. THEMATIC NETWORKS

4.1 Network on trends in qualifications and occupations

Responsible staff members:
Burkart Sellin, Mara Brugia, Tina Bertzeletou

Activities in 1998 concentrated on preparing, editing and coordinating the CEDEFOP reference document on trends and qualifications. Three volumes were prepared in the course of the year.

Volume I summarizes the major research findings by the network as well as selected activities by other organisations and European bodies. It contains conclusions and recommendations for politicians and practitioners in the VET sphere.

Volume II comprises some 20 articles from the academic and research world which make proposals on a large array of themes and draws conclusions.

Volume III contains an annotated bibliography and a working glossary. The publication will be produced in English, French and German in 1999.

A number of other research projects were also continued on the productivity and flexibility of training systems, the overlap of training bodies and labour market segments in different Member States, the structure of training levels and the need for classifications which allow European comparison. Work was also conducted on supplementary qualifications at the interface of initial and continuing training and on environmental qualifications and occupational profiles in the context of new information and communication technologies.

In the course of the year the focus of the network was reviewed and the mandates of the three groups discussed and reformulated. At the annual plenary meeting in June interim and final results of the network projects were discussed and articles reviewed.

In the course of 1998 fewer new research activities were undertaken as work focused largely on the report which draws a balance on the three years of activity of the network. Newsletter 5 was published after the plenary meeting. A series of specific research reports stemming from network activities have been published (see Annex on CEDEFOP publications 1998).

The reflections on a sector approach to training and the assessment of its opportunities and limitations regarding training needs' analysis and training policy devel-

opment were deepened. The conceptual models developed within this group and the knowledge gained up to 1998 have been tested out in a number of sectors that form part of the agribusiness complex, which includes the production (agriculture), the processing (food and beverages) and the distribution (trade) of agricultural products.

However, agriculture being such a broad and heterogeneous category, the focus was placed on specific products and their whole "value chain" as a field of study. The production chain of cheese in Greece, beer in Belgium, wholemeal-bread in Spain, fruit and vegetables in the United Kingdom and meat in the Netherlands were chosen. Work focused on the role of sector agencies in the transfer of innovation and the development of qualifications.

The analysis used both the linear and the interactive models of the transfer of the innovation process. From the five major types of innovations that can be distinguished, emphasis was placed on those which affect job and qualifications requirements. Qualification requirements are becoming more demanding in general in the food processing sector and several new job types with higher levels of qualifications have emerged.

The absence of collective sector training initiatives allowed scope for private action. Private companies, in particular, large food industries, are major training providers for their providers and their supply chains. They give their suppliers' network with regular feedback about the quality of supply, with information and advise as well as with support in their experiments with new ways of cultivation. In some countries there is a long tradition of initial information exchange and consultancy between farmers in the same product branch, taking the form of study circles.

The synthesis report on the basis of five national reports is expected to be ready in the first half of 1999.

4.2 Training of trainers network

Responsible staff members: Duccio Guerra, Mara Brugia

The Training of Trainers network carried forward three complementary activities: it provides information, supports co-operation and initiates research. The main thrust of work in 1998 went into setting up the national TTnet networks.

Ten Member States were involved in this (Germany, Belgium, Finland, France, Greece, Ireland, Italy, the Netherlands, Portugal and the United Kingdom). A start has been made in creating national networks in other Member States and in Iceland and Norway.

Information activities focused on creating a database prototype. In 1999 this tool will be fully integrated into the Electronic Training Village with on-line access and updating capabilities. The series of four monographs on the national training systems for trainers was completed. Meanwhile, the authors have been asked to update these in order to enable production of a new CD ROM for which preparatory work has started.

Co-operation took the form of three workshops for training specialists: topics were innovation in the training of trainers (Faro, Portugal, June 1998), the competencies of trainers and in-company coaches (Berlin, Germany, October 1998) and the Community dimension of the training of trainers (Venice, Italy, November 1998). At the beginning of December there was a seminar for all the leaders of the national networks.

Research work within TTnet was based on the topics chosen for the seminars. A study was commissioned on the relationship between the use of new technologies in vocational training and the implications these have for the skills of the trainer. A secondary study was made of the criteria and parameters for identifying innovation in the training of trainers. A third study is in the making, a directory of national, international and Community networks for the training of trainers. This will list, classify and evaluate the networks identified and aim to promote co-operation between them.

5. EXCHANGE AND DIALOGUE: STIMULATING DEBATE

5.1 The Study Visits' Programme

Programme coordinator: Marie-Jeanne Maurage

In the course of 1998 the Community Study Visits Programme for vocational education and training specialists gave over 700 participants the opportunity to take part in one of the study visit groups. The majority of these study visits (34 in total) was of five days duration and focused on current aspects of initial and continuing training while 26 three-day visits were organised. A total of 25 countries (EU, EEA, Central and East European countries and Cyprus) participated in the programme in 1998.

In the 12th year of its existence and with the enormous increase in the number of grants allocated (from an original 80 to over 700) there has been a diversification of the type of visit. The five-day visits provide more general information on training systems whereas the three-day visits look at specific subjects.

Experimenting with workshop visits has proved a success again in 1998. These workshops aim to permit specialists to exchange experience and views on specific issues and to bring forth ideas and proposals for the European Commission and political decision-makers in the Member States (social partners and government representatives). In general, participants were well selected and there was a high standard of debate which was reflected in participant satisfaction and the final reports in terms of contents. Five workshops in the course of the year examined the European dimension of the training of trainers (Portugal, June 1998), the quality of professional training in a changing farming world (France, September 1998), quality assurance in VET (United Kingdom, October 1998), the social dialogue, (Italy, November 1998) and a workshop on vocational training and women (Czech Republic, December 1998).

The dramatic increase in access to electronic means of communication (both email and Internet access) has made a strong initial impact in organisational terms. Towards the end of the year, the Study Visit programme opened a more extensive working area in the Electronic Training Village and in the course of 1999 this will be used extensively to distribute documents to participants, to provide access to information required by specific study visit groups and to ease the selection and organisation of the visits themselves.

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5.2 Agora Thessaloniki

Responsible staff members:
Jordi Planas (January/February 1998),
Hilary Steedman (external March/October 98),
Eric Fries Guggenheim (as of October 1998)

The need to find a forum where the scientific world, politicians and social partners could have very open debate was the rationale leading to the initiation of this work in 1997. Such a venue gives policy-makers the opportunity to test their thinking against the informed world of theory and research and provides researchers with insight into the challenges and major issues from a policy perspective.

Activities in 1998 culminated in two Agora seminars, Agora III on the mobility of manpower and its link to training (2/3 February 1998) and Agora IV, the low-skilled on the labour market (29/30 October 1998).

An important aspect of the Agora work is preparing and publishing the proceedings and outcomes of the seminars to make the findings accessible to a larger public. Agora products are published in the CEDEFOP Panorama series. The Agora I and Agora II documents were published in the course of 1998 while those from Agora III and Agora IV will be published in early 1999.

Agora I: *Increasing the level of qualifications and its consequences for the labour market*: the documents have been published in English, French, German and Spanish.

Agora II: *The role of the enterprise in lifelong learning*. The report is currently available in English and Spanish, the French and German translations will be available in early 1999.

Agora III: *The mobility of manpower and the link to training*. The report will be published in the first half of 1999 and will be made available in English, French, German and Spanish.

Agora IV: *The low-skilled on the labour market*. The editing work on this report has been completed and it will be published, again in four languages, in the course of 1999.

5.3 A Partner in policy and development

Responsible staff members: Michael Adams, Steve Bainbridge, Helge Halvorsen, Julie Murray

CEDEFOP continued to provide background information for the six-monthly meetings of Directors-General for Vocational Training. For the meetings held under the UK and Austrian presidencies, as usual, using information available to it, mainly provided by the documentary information network (see project 6.2) CEDEFOP produced a summary note on recent developments in Member States. For the UK meeting a summary note on the UK VET system was circulated and for the Bregenz meeting the newly published monograph on Austria was available (see project 2.1). In addition, CEDEFOP made contributions to the Bregenz meeting in relation to the transparency of qualifications and the establishment of a transparency forum (see project no. 3.1).

During the year CEDEFOP continued to work closely with EURYDICE. The Director of the EU unit of EURYDICE made a presentation on the work of EURYICE to CEDEFOP staff in Thessaloniki. There was mutual participation in network and other meetings organised by CEDEFOP and EURYDICE and working sessions took place in Brussels at different levels. Discussion and co-operation centred particularly on updating and publication at least in electronic form of the joint product concerning the education and initial VET systems of Member States and the extension of this to include adult education and vocational training. A detailed structure for this was drawn up jointly and submitted to both the networks. Attention also focused on developing joint approaches to the management of Internet sites and facilitating users through providing links between sites on specific issues. Finally, there was discussion of development and management of the European Education and VET thesauri.

Social partner support

CEDEFOP participated in the Leonardo da Vinci Programme committee meetings on 9-10 March, 16-17 June and 17-18 September 1998 and contributed to the Study Visits programme at the meeting of 16-17 June. Numerous contacts at a technical level have taken place, within the framework of the Leonardo da Vinci Programme with the Commission, the Technical Assistance Office and individual projects. CEDEFOP had a stand at the Leonardo da Vinci Information Day held in Brussels on 19-20 January. The Centre was also present at a meeting on 5-6 May for which a document was prepared reporting on recent developments in VET in Member States and taking forward the European Commission Communication 'Towards a Europe of Knowledge': a working document from CEDEFOP was provided for background information purposes. A seminar with Nordic employers' organisations took place to strengthen the contact and improve CEDEFOP's supportive role. In addition, the European Metalworkers Federation has asked for support in creating electronic information sources related to trade-union training is-

sues. Similar presentations have been made to the Euro Works Council workshops organised by the German Trade Union Confederation in October. A presentation of the Electronic Training Village was made to UNICE and towards the end of the year work commenced on creating an electronic platform to foster dialogue between both sides of industry.

CEDEFOP presented the developments of the social dialogue and VET in the EU in an ETF seminar in Moscow. The Centre's staff contributed to several conferences organised by the European Trade Union Confederation.

Major importance is attached to participation in seminars and meetings to support the social partners in the development and modernisation of VET systems in candidate states.

Report on the development of Vocational Education and Training Policy at European level

The Management Board approved an outline proposal for the report at their March 1998 meeting. The main aim of the Policy report will be to assess the strengths and weaknesses of policy at European level in addressing the challenges facing vocational education and training. It will serve to inform policy makers at EU and Member States level on initial and continuing training policies and developments and provide both qualitative and quantitative information.

This project will be ongoing throughout 1999. Work began in September 1998 to identify the legislative and non-binding instruments which bring together the European training acquis, and following detailed analysis of a number of documentary sources, action at Member State level was also identified. The next stage of the project will be to involve Social Partner representatives in discussions, commission contributions from CEDEFOP colleagues relevant to their areas of expertise and produce a draft report for wide circulation and comment by the spring of 1999.

The final report will be published in English by the end of the year. French and German translations will be available at a later date.

5.4 Support for research co-operation

Responsible staff members: Manfred Tessaring, Pascaline Descy, Mara Brugia, Pekka Kämäräinen

In 1998 there were three major overarching CEDEFOP activities to support the development of a European research culture, to improve co-operation in research and

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CEDEFOP
European Centre for the Development of Vocational Training

to facilitate access to research results. These activities – the Report on Research and Development in VET in Europe, the European Research Directory and Coaching the Networks – were developed as three parallel project lines under a common heading. Thus, each of these project lines will be reported upon separately.

Report on VET research in Europe

The first report on the current state of VET research in Europe initiates a series of research reports to be published by CEDEFOP biennially. The reports should inform on the theoretical, methodological and conceptual foundations of European VET research and should outline the major research results and their implications for policy, practice and future research activities.

The *synthesis report* examines research work on the institutional and political background of European VET-systems, in particular on their steering, funding and performance; on the demographic, social and economic influences, on costs and benefits of training and on labour market aspects and employment perspectives; on vocational choice and guidance, on problems of the transition into working life, on continuing training and on problems of disadvantaged groups in training and labour market; on curricula, key qualifications, on changing learning environments in the context of new media and on the identification and assessment of non formal learning; and finally on comparative VET research, transnational mobility within training and work, and on the recognition of qualifications in the EU. Conclusions for policy and research are drawn for each specific subject. The report concludes with the discussion of "megatrends" and with tangible implications of the research results for policy, practice and research. The report has an annex containing a comprehensive bibliography and information on European research institutions, networks and programmes in the field of vocational training.

The synthesis report was published in July 1998 in English. The first edition went out of print as early as October 1998; a second revised edition has been prepared and will presumably be published in January 1999.

Translation and revision of the German and French versions were completed by October 1998. The translation into Spanish was completed by December 1998.

The basis of the synthesis report are original contributions of around 20 experts on various fields of VET research in different European countries. These contributions have been edited by CEDEFOP and published in summer 1998 in English as a *background report* (in 2 volumes).

Parallel to the publication of the first research report, conceptual preparation of the second report – to be published in the year 2000 – started in spring 1998. A chapter will be included examining VET research in Central and Eastern Europe. The ETF participated in this activity by formulating the research questions and selecting a coordinator and national research institutes through a call for a show of interest. The ETF will provide funding for these contributions.

The second report will also consider research work initiated by the European Commission. After intensive debate within and outside CEDEFOP in summer 1998 the basic structure of the second report has been set. The second report has a number of general objectives. It will carry on and update the most important research issues of the first report while expanding to include new and relevant topics.

European Research Directory

The directory is designed to provide vocational training policy-makers and researchers with information on research activities in all the Member States and to provide an opportunity to disseminate information on their own activities on a broader scale. The aim of the directory is to encourage co-operation in vocational training research between institutions and between Member States and to stimulate transparency and collective self-assessment within VET research cultures.

1998 (June) saw for the first time the publication of the ERD (fourth edition) on the Internet: the ERD ON-LINE is now accessible via the CEDEFOP Electronic Training Village (http://www.trainingvillage.gr).

The ERD Website also allows tele-co-operation through working groups, i.e. through an electronic forum for dialogue where researchers can communicate or participate in working groups from a distance.

The second publication of the Directory on CD-ROM was also finalised. The CD-ROM will be made available early in 1999.

The discontinuation of the printed version of the ERD resulted in substantial savings in time and funds, which are already being invested in strengthening the position of the directory as a documentation tool. The annual ERD plenary meeting (which took place in April) saw the presentation and the discussion of the main orientations for the future development of the ERD. The proposed restructuring of the ERD is based on the transition from a "documentation-oriented" network to a more "research-oriented" network. The network should build up a stock of specialised information to be made available primarily to research institutes and bodies as well

as to individuals with responsibility for vocational training policy, management, control and assessment. The new format of the ERD should create opportunities for research institutes to meet and exchange knowledge and experiences, also with a view to encouraging transnational research partnerships or other co-operation initiatives at national or transnational level.

The network, originally conceived as a simple structure based on one correspondent in each Member State, will gradually develop into a more complex structure of interlinking national networks. Each national network will have a national correspondent and will be composed of member research institutes and bodies. In line with the proposed developments, a restructuring of the existing network has been launched: new network members have been appointed in Italy and the United Kingdom and some network members (Austria, Spain, Iceland, Sweden) will be (re)instated in early 1999.

The proposed objectives of the "new" network are to initiate flows of information on specific research themes, research programmes and projects, at the national or transnational levels.

Coaching the Networks

Under the heading 'Coaching the networks' several activities have been launched to support 'independent' research co-operation networks in order to strengthen and consolidate European research culture in the domain of VET research and to contribute to a more systematic knowledge accumulation in this domain; there have been efforts to facilitate a common reflection on the outcomes of European co-operation projects and their implications on policy development and practical development of VET as well as to develop telematic tools to support research communication, shared learning, knowledge accumulation and effective dissemination work among European research projects and among major networks. Finally, a strategy has been developed for a proactive preparation for forthcoming European co-operation programmes and for the respectively renewed challenges for VET research (within the 5th Framework Programme of Research) and for research and development activities (within the new action programmes Leonardo II and Socrates II).

Initially the coaching measures were intended to cover a broader range of research fields. The synergy-promoting effect covers only the networks (and their respective events) and the support for new pilot activities is based on initiatives that arise from this field of VET research.

For practical reasons the focus of the coaching activities has been on the socio-educational spectrum of VET research.

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The main coaching activities in 1998 were the following:

Analyses of the scientific foundations, scope of research and functions within knowledge accumulation of major networks within European VET research. The analyses of the previous years were updated and refocused to support the particular coaching measures. At present they have been made available as internal working documents which have also been circulated within the respective networks.

Support for the creation of integrative 'infrastructural events'. In 1998 the main emphasis has been placed on CEDEFOP participation in the European Conference on Educational Research (ECER). At ECER '98 in Ljubljana CEDEFOP was involved in two symposia and as the main organiser of the meeting-point of European and international research co-operation networks. These measures were supported by the European Journal and the Electronic Training Village.

A basic working agreement has been reached on the development of CEDEFOP-related "European colloquia" as interim events and as post-conference events to be linked to the annual ECER.

Support for the development of comparative and transnational VET research. In January 1998 CEDEFOP organised in collaboration with the German research institute DIPF and the ETF a conference on comparative VET research. The conference brought together diverse comparative and transnational approaches within European VET research and raised questions concerning the utilisation of the outcomes. The proceedings and conclusions of the conference have been edited by CEDEFOP and the DIPF and are in the process of being published under the title: "Comparative Vocational Training Research in Europe: approaches, policy implications and innovation transfer". At ECER '98 CEDEFOP was involved in a symposium on 'Transnational methodologies in VET research'. As a support measure CEDEFOP prepared an electronic follow-up for this symposium within the Conference Centre of the Electronic Training Village.

Support for the development of telematic tools for research communication, shared learning and dissemination activities. This segment of coaching activities is based on several sub-activities which have been gradually brought together: **Participative accompanying of the initial development of the REM environment and its sub-area for European VET research**. The initial development of the electronic communication environment REM (Reseau d'ensignement multimedia) and its shared resource area for European research has taken place independently of CEDEFOP. During the initial phase CEDEFOP has acknowledged its potential and its rapid dissemination among major networks and research partnerships. Consequently, CEDEFOP organised a specific REM-related workshop within the Lifelong Learning Conference of the UK presidency. The theme of the workshop was capitalisation of the outcomes of European projects with the help of telematic tools.

Support for the development of web surveys and web overviews as user-friendly dissemination tools. Following the example of the piloting 'web-survey' in the context of the CEDEFOP project 'Key qualifications' the Centre has supported and encouraged further development of similar web surveys (to cover particular fields of research) and web overviews (to cover research activities within networks and/or within European co-operation programmes).

Creation of a collaborative 'working interface' between the REM (Multimedia Education Network) environment and the ETV. In 1998 some linked feasibility studies were launched to support coordinated development of the REM environment and the ETV. The implementation of these contracts has already from the outset created a 'working interface' which takes the existing REM environment as a field for pilot activities which can subsequently be transferred to the development of the ETV.

6. KEEPING PEOPLE INFORMED: INFORMATION AND DISSEMINATION

Coordinating team: Steve Bainbridge, Bernd Mohlmann, Colin Mc Cullough, Ioanna Nezi, Isabel Dreyer

6.1 Publications

Hard copy publications

A specialised service within the Centre is responsible for the Internet presentation, for production, publication, dissemination and storage of CEDEFOP publications, including the European Journal "Vocational Training" and "CEDEFOP Info". The aim of the service is to contribute to knowledge transfer in the Member States and in so doing to guarantee flexible dissemination of the Centre's work and coherence between recipient, product and distribution mechanisms.

The service co-operates closely with the Project Coordinators, the Editorial Committee of the European Journal and the Office for Official Publications of the European Communities (EUR-OP) in Luxembourg. With the help of graphic artists and printers, it plans, coordinates, monitors and controls the entire technical process, including administrative and financial management. It is also responsible for constant updating of the mailing lists of recipients of the Centre's publications. The service's work also includes representing CEDEFOP at international exhibitions and events in co-operation with the European Commission and the CEDEFOP office in Brussels.

Periodic publications

European Journal Vocational Training

1998 was an important year for the European Journal. It was decided to publish it in a new format from January 1999 and to introduce new working methods for the journal's Editorial Committee from the autumn of 1999 when the existing committee's mandate expires. Progress was also made on reducing publishing delays.

During the year the Editorial Committee instigated a careful review of the journal. It tested the feasibility of the journal achieving its aim of bringing the results of rigorous research to the attention of a wide audience of policy-makers, researchers and practitioners from many different backgrounds and traditions. The committee ex-

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amined the content and structure of the journal, the relevance of the subjects it has addressed, the rigour of the analyses, the quality of the arguments, and the clarity of the writing itself. It also considered developments taking place in the field of vocational education and training and the sources of future journal articles.

It was concluded that the journal has published many well-written articles of interest and insight. One of its strengths has been to provide a European perspective either by publishing transnational research, or by publishing different articles looking at the same issue from the perspective of different countries. But it was also concluded that, for the journal to effectively reach its aim, a change of format was needed and that each issue of the journal should no longer concentrate on a single theme.

To continue the single-theme approach would lead to a repetition of subjects or to the creation of artificial themes dealing with issues previously considered. Furthermore, new transnational networks carrying out research into vocational education and training have been set up. In maintaining a single-theme approach the journal would miss opportunities to publish interesting results because the subject did not coincide with the theme that the journal was treating, or planned to treat, in the coming months.

Each issue of the new journal will deal with a variety of themes. This does not rule out the occasional issue being devoted to, or dominated by, a specific theme, but this will be the exception rather than the rule.

The journal will continue to be published three times a year in English, French, German and Spanish. However, more language versions of the journal may appear. In 1998 discussion began with the Portuguese authorities for them to translate and publish a Portuguese version. CEDEFOP plans to explore this option with other countries which might want the journal in their own language. The European Training Foundation (ETF) continued, through its participation in the Editorial Committee, to make a valuable contribution by bringing authors and perspectives from central and eastern European countries.

To support the search for high-quality articles and to ensure that the journal is published consistently on time, it was agreed to change the working methods of the Editorial Committee. The committee will retain responsibility for the content of the journal, but will be supported by an "editorial secretariat" comprising a Managing Editor (appointed by CEDEFOP and chosen from among its staff) and up to four other editors. The committee will also use the Internet and electronic communication more widely. A room with access only to members of the Editorial Committee was set up in the "Electronic Training Village", providing information on the latest articles submitted to the journal for review and updates on publications and meetings.

The following issues of the journal appeared in 1998:

- Pedagogical Innovations (No. 7/96) in Italian.
- Lifelong Learning (No. 8-9/96) in Italian.
- Innovation and reform: training in Central and Eastern European countries (No. 11/97)
- What do we know? Measuring knowledge, skills and competences in the labour market (No. 12/97)
- Who pays for training? The problems of measuring the benefits of investment in human resources (No. 13/98)
- What's it worth? The problems of measuring the benefits of investment in human resources (No. 14/98)

With the publication of the above, all of the language versions of the published issues are available (issues from No. 10/97 are published only in English, French, German and Spanish). The publication of the journal is now 4 months behind schedule, compared with 6 months at the beginning of 1998. Work has begun on issues 15/98 on quality in vocational training, 16/99 – the first non-thematic issue, and 17/99 and further progress is planned towards publishing the journal on time.

"CEDEFOP Info"

This information and news sheet appeared as planned three times in English, French and German. It was distributed free of charge and was made available on the CEDEFOP website.

Other publications

These publications relate closely to CEDEFOP's research-related work and, for the most part, publish the results of this. To this end CEDEFOP has two types of publications:

Reference documents

These are paying publications, for example, the descriptions of the national VET systems, the Research Report "Learning in a changing society" or summary reports such as "New qualifications and training needs in environment-related sectors".

These documents are sold through the EU sales outlets and aim to attract a large target readership.

CEDEFOP panorama

These documents are published free of charge and consist of the findings and conclusions of research projects or discussion papers.

Mailing lists, despatch and stocks

The CEDEFOP mailing lists currently contain some 10,500 addresses. These are managed jointly with the Publications Office in Luxembourg and are now updated on-line from Thessaloniki.

To render stock and mailing list management more efficient, the publication stocks in CEDEFOP were reduced substantially in 1998 and despatch of publications transferred to the Publications Office in Luxembourg.

Promotional activities

CEDEFOP uses inexpensive means to promote the sales of its publications: fliers and advertisements in CEDEFOP periodicals and the sales catalogues of the Office for Official Publications of the European Communities (EUR-OP) in Luxembourg, the despatch of publications lists to addresses on the CEDEFOP and EUR-OP mailing lists, advertisements in the Official Journal of the European Communities and inclusion of information in national and international databases, directories and guides.

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6.2 Library and documentation service

Responsible staff members:
Martina Ni Cheallaigh, Colin Mc Cullough

In 1998, the library and documentation service continued to expand its information collection and dissemination function. The *Dictionary of Acronyms*, dossiers on apprenticeship and the tables on certification in the Member States were added to the Electronic Training Village (ETV) in the spring and were available, together with the bibliographical database, for its inception in July. Since then, a number of items have been added which are aimed at enabling young people requesting information on the recognition of their diplomas or opportunities for training abroad to find for themselves the right contact organisation or data. These include files of awarding bodies, placement centres and programmes, with links to pertinent websites.

The major achievement of the service was the significant increase in the amount of information it supplied to CEDEFOP's website and Electronic Training Village (ETV).

Co-operation contracts were renewed with network members in 16 countries and, at the request of its director, the Foundation for Vocational Education and Training Reform, Tallinn, Estonia, joined the associated members of the network. The network continued to supply information on recent VET developments which was exploited to provide short updates for the meetings of the Directors-General of Vocational Training which are also available in ETV. Network members delivered brief articles and bibliographical material for CEDEFOP Info Nos.1-3, 1998 and bibliographies were provided for three issues of the European Journal.

The Annual Meeting of the Documentation Network took place in Vienna, 14-15.9.98. The results of the meeting were very positive in that, having seen the fruits of their work so far in the ETV, members agree that developing the work of the network should progress in a way that it can be readily exploited in the ETV. In May, the Finnish network member organised a national meeting to promote its role in the dissemination of information.

A meeting of the Thesaurus Ad-hoc Group took place in Thessaloniki, 29 June 1998. A number of new terms were adopted. Compilation of the language equivalents in the seven languages of the thesaurus is almost complete. However, due to staff changes, it was not possible to complete a comprehensive update in 1998.

In co-operation with BIBB, extracts from the bibliographical database were prepared for inclusion on the German CD-ROM "Literaturdatenbank Berufsbildung". It will be available, with an interface in English and German, on the next issue of the CD-ROM, 1/99.

The new application for the institutions database was completed by the Aristotle University of Thessaloniki. The new input programme was sent to network members in December, with the request to update their data.

Three countries produced prototypes for a dossier on statutory instruments but this could not be followed up before the end of the year. Comparative data was collected on the qualifications and training profiles of library and information personnel. Work was initiated, with the EURYDICE National Units, on the update of the document "Structures of Education and Initial Training Systems in the EU". CEDEFOP participated in two EUROLIB meetings and links were created between the new EUROLIB Homepage on EUROPA and the CEDEFOP library database.

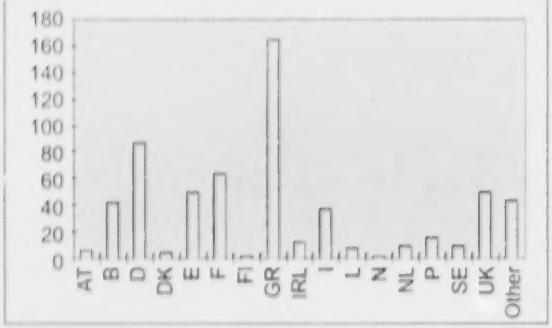
Statistics

Over 2,200 records were added to the bibliographical database. The monthly mailings to the network, which were sent electronically, comprised more then 200 references to Community documents and information sources, including new websites etc. 21 circulars were sent to the Network and 25 items from the Selective Dissemination Information service (SDI) were distributed via Intranet.

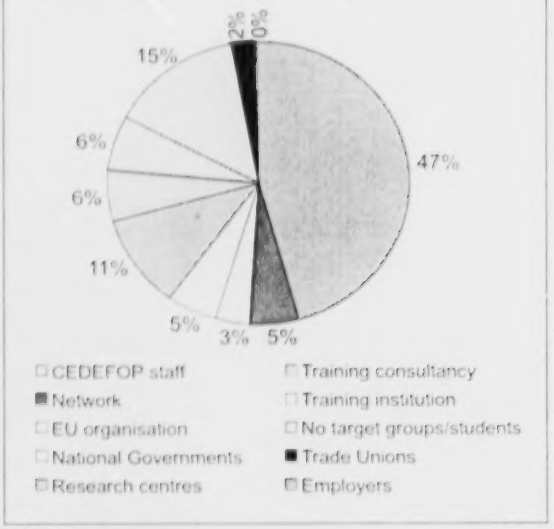
During the year 1998, **1,275 requests** for information were addressed to the library and documentation service of which 601 (47%) came from CEDEFOP staff, 608 (48%) from external target groups and 66 (5%) from Network members. The Member States using the service most often were Greece, Germany, France, Spain and the United Kingdom (graphic 1). Graphic 2 shows the distribution of target groups.

With regard to material ordered, apart from the material we received from EUR-OP directly and various DG's, 129 orders were places of which 87 have been received so far.

Graphic 1 : Distribution of external users by country of orgin



Graphic 2: distribution of target groups



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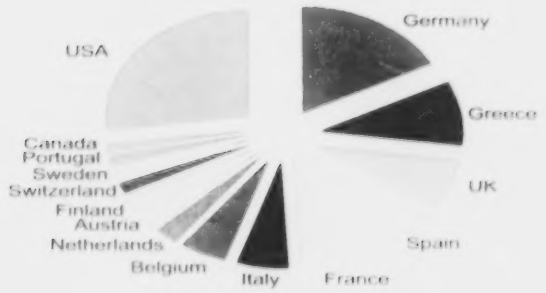
6.3 CEDEFOP's Electronic Training Village

Responsible staff member: Colin Mc Cullough

Following four months of intensive preparation and planning on how to use current information and communication technology more productively within the Centre's work, the Electronic Training Village was officially opened by Commissioner Edith Cresson in Vienna at the beginning of the Austrian Presidency.

This website differs from the CEDEFOP website in its inter-active aspect. It is a platform for posting up-to-the minute information and an area for discussion and debate on VET issues. Visitors receive frequent updates from CEDEFOP on their stated areas of interest and can consult an ever growing selection of on-line databases and electronic documents. At the end of 1998 there were just over 2 000 registered participants making frequent use of the facilities offered.

1998 CEDEFOP Website Users by Country
Percent of 1,482,996 total hits



6.4 Translation service

Responsible staff members: Alison Clark and translators – Sylvie Bousquet, David Crabbe, Corinna Frey, Ioanna Nezi, Amaryllis Weiler-Vassilikioti

The translation service carries out the translation and revision work required by the Centre's projects as determined in the annual work programme. Besides translating and revising documents the translators ensure consistency in terminology in documents translated by the freelance network and advise internally on language issues. Cooperation which was initiated with the Translation Centre in Luxembourg 1997 was further developed.

The breakdown of translation work for 1998 was as follows:

Number of pages translated by CEDEFOP: 11.568

Number of pages translated by Translation Centre, Luxembourg: 2.292

6.5 Terminology

Responsible staff member: Philippe Tissot

Terminology software (Multiterm) was purchased in order to collect, organise and disseminate terminological data. Co-operation with other EU bodies (Translation Centre, European Parliament, European Commission) was initiated in the perspective of the interinstitutional terminology database proposed by the European Commission. Work has neared completion on publication of the nine language CEDEFOP "Glossarium – Vocational Training" on CD ROM.

6.6 Conference and interpreting service

Responsible staff member: Ioanna Nezi

The conference and interpreting service is responsible for managing the Centre's conference facilities in Thessaloniki and organising the required interpreters and facilities for meetings held in Thessalonki and elsewhere. In accordance with the agreement with the Joint Interpreting and Conference Service of the European Commission (JICS), CEDEFOP has been integrated into the JICS system. A total of 158 meetings were organised (170 in 1997) amounting to a total of 419 interpreting days. Of these 54 were organised outside Thessaloniki. In total, 3528 persons participated.

6.7 Public Relations

Responsible staff member: Ioanna Nezi

Public Relations is a new post in CEDEFOP, as of mid-March 1998. The service provides for visits to the CEDEFOP premises of interested groups of professionals in VET with no prior contacts with the Centre. Work has also centred on streamlining the corporate identity of the agency and ensuring that publications are more "user-friendly" for all potential target audiences. The work done in 1998 involved laying the foundations for the accomplishment of these goals. The major task of updating media lists and creating separate categories of media outlets for the dissemination of work began. Several interviews and press releases (some to all Member States) were made in the course of the year, based partly on new media contact lists. The process of commissioning a new corporate identity was put in motion and a Reading Committee was set up and started its work to ensure that all publications are written in a "user-friendly", concise style. A policy was drafted for handling the needs of exhibitions and conferences to ensure good presentation.

6.8 Brussels Office

Responsible staff member: Michael Adams

The Brussels office continued to contribute to the effective two-way flow of information between the community institutions, particularly DG XXII in the Commission and CEDEFOP. It also provided a base for CEDEFOP colleagues on mission to Brussels and a location where meetings could be held.
During 1998 as well as four meetings of the Bureau of CEDEFOP's Management Board, 29 other meetings of CEDEFOP were organised in the office. Enquiries made to the office varied from those looking for specific CEDEFOP publications to those seeking very general information about VET in Europe. These were where possible dealt with directly or were passed on to appropriate colleagues in Thessaloniki or in the Commission's services. Priority was given to dealing promptly with questions coming from the services of the Commission.

The office provided a link between CEDEFOP and the Leonardo da Vinci programme. It organised a CEDEFOP presence, with publications and electronic links at the January Leonardo contact and information days and the major Leonardo product fair Training 2000 held in December and attended and reported on the meetings of the Leonardo da Vinci committee – at one of these an input concerning the study-visit programme was organised. Office staff participated in and reported to colleagues in Thessaloniki on presentations made in Brussels on the results of Leonardo da Vinci programme-funded projects

Staff from the Brussels office also attended, contributed to, and reported on other meetings organised by DG XXII or other Commission services, e.g. those concerned with the education and training group of the social dialogue, a quality label for language learning initiatives, education and training and drug abuse, the training ad hoc group of the (tripartite) advisory committee on safety, health and hygiene protection at work and the results of a project funded through the EU Community Initiative programme.

CEDEFOP publications 1998

No	Title	Language version(s)
	Research in Vocational Education and Training	
3001	Training for a changing society A report on current vocational education and training research in Europe 1998	EN
3002	Vocational education and training – the European research field Background report Volume 1 and Volume 2	EN
	Vocational Training Systems/Systems Analysis	
537	Le systeme de formation professionnelle en Finlande	DE, FI, FR
7001	Das Berufsbildungssystem in Österreich	DE
1503	The occupational structure of further and higher education in Ireland and the Netherlands	EN
1504	Sectoral approach to training Synthesis report on trends and issues in five European countries	EN
	Occupational Profiles	
1505	The Impact on Vocational Training of Studies Analysing and Forecasting Trends in Occupations Case studies in Germany, the Netherlands and Denmark	EN
1506	Fabbisogno di professionalità delle industrie meccaniche nelle aree di Modena e Vienna	IT
1709	New qualifications and training needs in environment-related sectors Synthesis of studies carried out in Austria, Belgium, Denmark, Spain, France, Greece, Italy and the United Kingdom	EN, FR
5074	Co-operation in Research on Trends in the Development of Occupations and Qualifications in the European Union	DE, EN, FR
5077	Les transformations des compétences du personnel technico-commercial dans une société basée sur les connaissances Etudes de cas en France, au Portugal et en Ecosse	FR
	Quality, Certification and Validation	
1706	Application of ISO 9000 standards to education and training Interpretation and guidelines in a European perspective	EN, ES,
1707	Quality debate in initial vocational education School-based quality measures at intermediate level a Danish-Dutch comparison	EN
1708	Indicators in perspective The use of quality indicators in vocational education and training	DE, EN

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No	Title	Language version(s)
1711	Evaluation of quality aspects in vocational training programmes Synthesis Report	EN
	CEDEFOP panorama	
5069	Berufe im Wandel: neue Berufe und Verbesserung der beruflichen Qualifikationen und Kompetenzen – Bereich Umweltschutz	DE
5070	Identification, validation and accreditation of prior and informal learning – United Kingdom report	EN
5071	Identification, validation et accréditation de l'apprentissage antérieur et informel – France	FR
5072	Identifizierung, Bewertung und Anerkennung von früher und informell erworbenen Kenntnissen – Deutschland	DE
5073	Recognition and transparency of vocational qualifications: The way forward	DE, EN, FR
	Comparability of Vocational Training Qualifications	
2002	Certificates, skills and job markets in Europe A summary report of a comparative study conducted in: Germany, Spain, France, Italy, The Netherlands, United Kingdom	EN, FR
	CEDEFOP panorama	
5075	Transparenz beruflicher Befähigungsnachweise in Europa Stand und Entwicklungsperspektiven	DE
	Continuing Education and Training	
429	The role of the company in generating skills: the learning effects of work organisation Synthesis report	EN
2131	The role of the company in generating skills The learning effects of work organisation: Belgium	EN
2133	The role of the company in generating skills The learning effects of work organisation: Germany	EN
	Costs and Funding	
	CEDEFOP panorama	
5078	Approaches and Obstacles to the Evaluation of Investment in Continuing Vocational Training: Discussion and Case Studies from Six Member States of the European Union	EN
5080	Output-related funding in vocational education and training A discussion paper and case studies	EN
5083	Exploring the Returns to Continuing Vocational Training in Enterprises: A Review of Research within and outside of the European Union	EN

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No	Title	Language versions
5085	Human resource accounting: interests and conflicts A discussion paper	EN
	Initial Vocational Training	
	CEDEFOP panorama	
5079	Conseil et orientation professionnelle tout au long de la vie Elements de synthese des experiences menees dans l'Union europeenne	FR
	Training of Trainers	
1406	Teachers and trainers in vocational education and training Volume 4: Denmark, Finland, Iceland, Norway and Sweden	EN
	Small and Medium-sized Enterprises	
1308	Strategien fur den Zugang kleiner und mittelstandischer Unternehmer zur Bildung Positive Erfahrungen in den Mitgliedstaaten der Europaischen Gemeinschaft	DE
	Labour Market Policy	
1703	Quality Issues and Trends in Vocational Education and Training in Europe	EN, FR
1710	Mobility and migration of labour in the European Union and their specific implications for young people	DE, EN, ES, FR
	CEDEFOP panorama	
5076	AGORA – I "Raising the level of diplomas and their distribution on the labour market: the lessons of the past and prospects for the future" Thessaloniki, 30 June 1997	DE, EN, ES, FR
	Catalogue of CEDEFOP publications	DA, DE, EL, ES, FI, FR, IT, NL, PT, SV, EN
	European Journal "Vocational Training"	
955	**11/97** Innovation and reform: training in Central and Eastern European countries	DE, EN, ES, FR
956	**12/97** What do we know? Measuring knowledge, skills and competences in the labour market	DE, EN, ES, FR
957	**13/98** Who pays for training? Some policy approaches to financing vocational training	DE, EN, ES, FR

No	Title	Language version(s)
958	**14/98** What's it worth? The problems of measuring the benefits of investment in human resources	DE, EN, ES, FR
	CEDEFOP info	
	N° 1/98, 2/98 and 3/98	DE, EN, FR
	About CEDEFOP	
604	Work Programme 1998	DE, EN, FR
606	CEDEFOP en bref Reprint with changes	DE, FR
625	Årsrapport 1996	FI, SV
626	Annual report 1997	DE, EN, FR
630	Reflections on a Europe of Knowledge	DE, EN, FR
4001	CEDEFOP in brief New edition	EN

Financial resources

The following figures for the period 1994-1998 illustrate the development of CEDEFOP's activities:

Budget appropriations

Year	1994	1995	1996
Total in ECU	11 100 000	16 500 000	14 821 135
Year	1997	1998	
Total in ECU	14 526 282	13 249 046	

Total expenditure

Year	Total in ECU	Increase in %
1994	10 534 080.62	-7.55
1995	14 775 018.56	40.26
1996	13 535 466.17	-8.39
1997	13 916 185.46	2.81
1998*	12 635 454.63	-9.20

* In 1998 there was no instalment budget forseen for the new building

Year	1994	1995	1996	1997	1998
Utilisation rate for appropriations to the chapter "operating expenditure" in %	97.16	92.29	97.52	97.07	98.31

Annex II

Human resources

Staff situation as of 31.12.1998

There is a staff complement of 81 posts.

As of 31 December 1998, the Centre employed 68 staff on the basis of the table of posts:

24 A category staff - of whom 16 are temporary*

7 LA category staff - of whom 4 are temporary*

13 B category staff - of whom 8 are temporary*

23 C category staff - of whom 13 are temporary*

1 D category staff

* Temporary staff can be employed on indefinite and fixed-term contracts.

In addition, there are 8 auxiliary staff, 8 local staff and 9 seconded national experts.

The Centre maintained 4 service contracts: security (two security guards at the disposal of the Centre during working hours), maintenance (one person at the disposal of the Centre 24 hours per day), canteen management (two persons), computer department (two persons).

Annex III

Vacant posts:

6 A

2 B

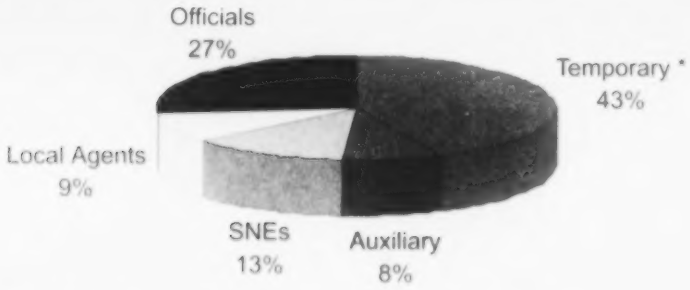
4 C

2 D

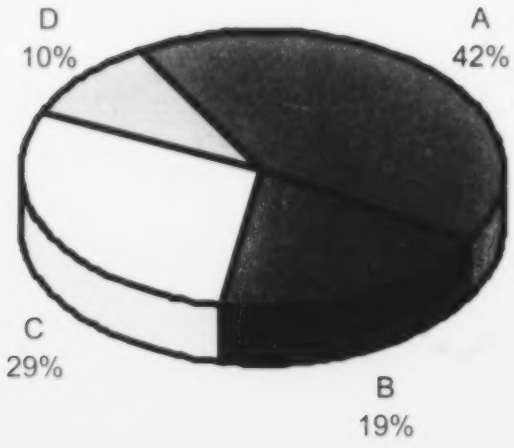
Most of these posts will be filled early in 1999 because the procedures could not be accomplished before the end of 1998, a year in which the Management Board also decided on new guidelines for the future staff policy. Below there are indications on the composition of the staff working in the Centre at the end of 1998, which was a total of 95 persons.

This total staff of 95 can be categorised in a number of ways:

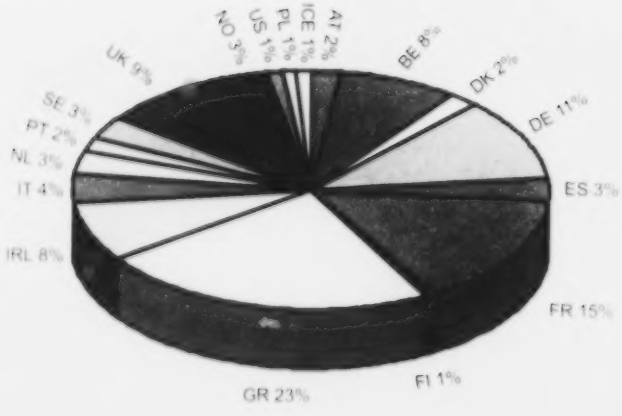
By their contracts of employment with the Centre



By category



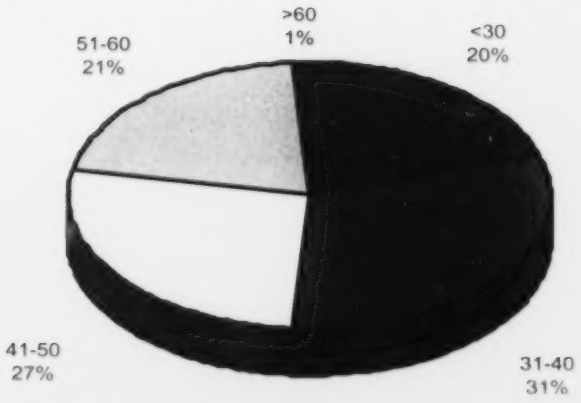
By nationality



Annex IV

By gender

By age

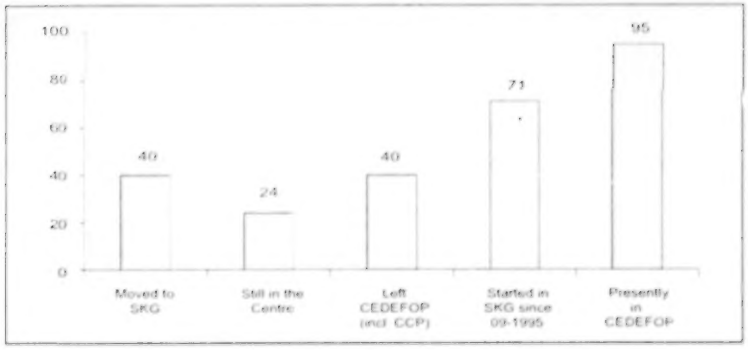


Annex III

The renewal of staff has therefore also brought rejuvenation. Indeed, at the time of the transfer the average age was 44 whereas it is now 41.

By years of service with CEDEFOP

Social aspects since the transfer



Since 1995, 14 members of staff have left for various reasons

26 staff members have transferred to the EC Commission and other EC institutions

2 members of staff are on leave on personal grounds

7 temporary staff (recruited after the transfer) returned to their institutions of origin and 1 left after end of contract.

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LIST OF MANAGEMENT BOARD MEMBERS
As of 31.12.1998

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